



केन्द्रीय विद्यालय संगठन
18 संस्थागत क्षेत्र, शहीदजीत सिंह मार्ग
नईदिल्ली- 110016 KENDRIYA VIDYALAYA SANGATHAN (HQ)
18, INSTITUTIONAL AREA, SHAHEED JEET SINGH MARG,
NEW DELHI-110016
दूरभाष /Tel-26858570, फैक्स/FAX-26514179

Recruitment of Joint Commissioner (Finance) in Kendriya Vidyalaya Sangathan to be filled through Direct Recruitment

The Kendriya Vidyalaya Sangathan, an autonomous organization under the Ministry of Human Resource Development, Govt. of India invites applications for direct recruitment of one post of Joint Commissioner (Finance) in Kendriya Vidyalaya Sangathan (HQ), New Delhi in the Pay Level -13 (Rs.123100-215900/-) plus allowances applicable to KVS rules as per qualification, experience and age as under.

Essential:

- I. Degree of recognized University.
- II. 15 years' experience in budget/accounts work out of which at least 10 years in a senior supervisory Level.

Age Limit: 50 years (by the last date of submission of application). But no age bar in the case of employees of the Kendriya Vidyalaya Sangathan. Age relaxation for OBC/SC/ST as applicable under the Govt. of India Rules would be applicable.

1. The Joint Commissioner (Finance) is to advise the Commissioner in financial accounting and audit and all policy matters relating to Finance preparation of Budget, Pay & Allowances, Pension, submission of Annual Accounts, Audit Report. The incumbent shall be required to manage the affairs of the Kendriya Vidyalaya Sangathan Employees Provident Fund, Group Insurance Scheme etc. and also to function as the Secretary of the two Standing Committees viz (i) Finance Committee and (ii) Works Committee of the Sangathan. The candidates should possess necessary skills and experience of Finance/accounts works in a computerized environment.
2. The officer selected will be posted at the Kendriya Vidyalaya Sangathan (HQ) New Delhi. He is entitled for Type-V accommodation; however in the eventuality of non-availability of accommodation, HRA shall be payable as per rules.
3. The applications shall be scrutinized and eligible candidates shall be called for interview at Delhi. No TA/DA will be paid to the candidates for attending the interview.
4. Eligible candidates should submit their applications through proper channel in the prescribed proforma along with a demand draft of Rs.1500/- (Rupees Fifteen Hundred only) drawn in favour of 'KENDRIYA VIDYALAYA SANGATHAN' payable at New Delhi (NO FEE IS REQUIRED TO BE PAID BY SC/ST CANDIDATES) so as to reach the Joint Commissioner (Admn.), Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016 latest by 20.04.2020. Prescribed proforma can be downloaded from the Sangathan's website 'www.kvsangathan.nic.in'.

JOINT COMMISSIONER (ADMIN.)

PROFORMA

**APPLICATION FOR THE POST OF JOINT COMMISSIONER (FINANCE) THROUGH
DIRECT RECRUITMENT IN KENDRIYA VIDYALAYA SANGATHAN**

01. Name (in Block Letters):
02. Postal Address (in Capital Letters):
03. Date of Birth (Christian era):
04. Educational Qualifications (Starting from +2 stage):

Passport size latest
colour photograph to be
affixed here

S.No	Name of the Examination passed	Year of Passing	% of the aggregate	Board/ University

05. Present post held, date from which held, pay level as per 7th CPC and total emoluments drawn per month :
06. Nature of present employment, i.e., ad-hoc or temporary or permanent :
07. Whether the present post is a cadre or an ex-cadre post :
08. Whether the present employment is under Central Govt. /State Govt./ Semi Govt./ Autonomous Organization :
09. In case the present employment is held on deputation /contract basis state
(a) The date of initial appointment :
(b) Period of appointment on deputation/ contract :
(c) Name of the parent Officer/ Organization to which you belong :
10. Details of experience/employment in chronological order (separate sheet, duly authenticated by the candidate may be enclosed if the space provided below is insufficient) :

Sl. No	Office/ Instt./ Org.	Post held	From	To	Pay Level as per 7 th CPC & Basic Pay	Nature of duties

11. Details of training courses attended :
12. If the candidate is drawing Revised scale of pay, date from which the revision took place and pre-revised scale :
13. Additional information, if any, in support of the candidate's suitability for the post (separate sheet may be enclosed if the space is insufficient) :

14. Whether belongs to SC/ST/OBC/GEN :
15. Office Telephone No :
16. Mobile No. of the candidate :
17. E-mail Id :
18. Details of Demand Draft : D.D.No. -----Date
Bank & Branch...

Encl:

1. Demand Draft
2. All certificate in support of Educational Qualification
3. All certificate in support of Experience & Training

Signature of the candidate

Place:

Address _____

Dated:

CERTIFICATE

Certified that the above particulars have been verified and found to be correct.
The integrity of the officer is beyond doubt and that no Disciplinary/vigilance case is pending/ contemplated against the officer.

Name & signature of the Head of Office
With office seal